

Property violation complaint report

If you want to report a potential code violation, **please provide the exact address of the property** where you believe a violation exists **or the address of an adjacent property**. If there is a building permit or large sign posted on the site of a violation, please also provide the project or permit number. Our ability to locate and confirm a violation is improved if you provide as much detail as possible.

In cases in which inspection of the interior of a dwelling unit or structure is required, a contact name and number of someone who can let the inspector inside is very helpful. The inspector must observe a violation before enforcement action can be taken. This contact information will make it more likely that the inspector will be able to gain entry to observe interior violations. If neither the property owner nor resident will provide access, we will be able to address only exterior violations we observe.

You need not give your name. However, when giving your name you may request that the department not release your identity in connection with the investigation. (You should be aware, however, that if enforcement action results in court proceedings, it may not be possible to keep your name confidential.)

If you do provide your name and a contact telephone number and address, you may request to be contacted by the inspector investigating the reported violation.

Violation type: _____ Property address of violation: _____

- ☐ Overgrowth
- ☐ Junk, trash, or debris
- ☐ Barking dogs
- ☐ Inoperative vehicles
- ☐ Fence violation – lot line violation or reversed fencing
- ☐ Unsecured pool
- ☐ Running a business in a residential zone
- ☐ Illegal apartments
- ☐ Illegal signs
- ☐ Commercial vehicles in residential zone
- ☐ Structure
 - ☐ Broken window(s)
 - ☐ Needs paint
 - ☐ Missing siding/exposed insulation
 - ☐ Vacant/open structure
 - ☐ No heat
 - ☐ Faulty plumbing
 - ☐ Faulty electric
 - ☐ Other _____

Detail of violation(s) include as much information as possible. Date (approximate) violation began _____

How may we contact you: (please print)

First name _____ Last name _____

Daytime phone _____ address _____

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Received in office: _____ by: _____mail _____dropped off _____phone call

Routed to: _____ date _____